

**CALIFORNIA ALTERNATIVE ENERGY &
ADVANCED TRANSPORTATION FINANCING AUTHORITY**

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Saúl Acosta Gómez
Executive Director



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Commission

JOB OPPORTUNITY BULLETIN

Class: Associate Treasury Program Officer /or
Staff Services Analyst
Tenure: Permanent
Time Base: Full-Time
Salary: \$4400 - \$5508* Assoc. TPO
\$2817 - \$4579* SSA

Pending legislative approval

* Maximum salary increase of 3% included provided incumbent has 12 qualifying pay periods.

DUTIES:

Under the general direction of the Treasury Program Manager II and/or Treasury Program Manager I, this position will act independently in developing and implementing various programs, policies and operating procedures of the California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA). **The complexity of the duties will be modified to be consistent with the classification of the candidate hired.**

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Acts as a liaison with lending institutions, government entities and other stakeholders; answers inquiries; assists with the research and analysis of program-related issues and provides recommendation to management.
- Develops, updates and maintains various program reports, policies and procedures; assists with marketing efforts for the program; and analyzes and processes applications and claims.
- Conducts reconciliation and reporting activities with respect to lenders, participating parties, and program enrollment/claims, to ensure adherence to state and federal laws.
- Provides analysis of applications and program documents to ensure compliance with statutory authority, regulations, and policies; obtains additional information about prospective participants from the applicants and from other sources, including other government agencies; arranges for meetings with new lenders and insurers to describe the program fully, to encourage activity under the program, and to train their personnel on the process of loan enrollment under the program.
- Provides complex analysis of the various financing mechanisms including PACE financing structures, loan loss reserves, bond sales and use of bond sale proceeds, financing assistance agreements for sales and use tax exclusions, and other credit enhancements and financing structures to be developed for the Authority's financing programs.
- Conducts special research-oriented projects on topics that affect the programs of the Authority.

DESIRABLE QUALIFICATIONS:

- Ability to handle multiple assignments and critical deadlines.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with others.
- Computer skills are an asset.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a(n) **Associate Treasury Program Officer** or **Staff Services Analyst**.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. list eligibility and score, State Restriction of Appointments Program (SROA), surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. **Please provide proof of eligibility for admittance to the Staff Services Analyst (SSA) examinations, i.e., college degree or transcript of completed number of units required for admittance to the exam.** Also, write the number "321-001-4223-008" or "321-001-5157-xxx" next to the classification on your application/resume, i.e., "Associate Treasury Program Officer (321-001-4223-008)" or "Staff Services Analyst (321-001-5157-xxx)".

FINAL FILING DATE:

Applications will be accepted until **August 16, 2013**.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CAEATFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.